

ER 6-0155

SEP 15 1954

TO: Deputy Director of Central Intelligence

SUBJECT: Morale of Military Personnel

1. PROBLEM:

To obtain information regarding the reported unfavorable attitude of service personnel concerning their assignments with CIA, to determine the conditions which might cause such an attitude, and to recommend corrective action in the case of unfavorable conditions noted.

2. FACTS BEARING ON THE PROBLEM:

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- a. A review of [] exit interviews of service personnel (Tab A), indicates that approximately thirty per cent felt that their military specialties were not fully utilized and were critical of the Agency in some degree. Exit interviews and discussions with officers currently on duty indicate the following reasons for disliking duty with the Agency:

- (1) Assignment to Agency of officers who are not interested in our type of work.
- (2) A feeling that the officer's career suffers when he receives letter efficiency reports, or a report of any type which is perfunctory in nature.
- (3) Resentment in some cases occasioned by lower efficiency ratings than the officer had been accustomed to receiving in the service.
- (4) Malassignment and improper use of military occupational specialties.
- (5) Isolation from their service and inability to keep informed regarding service news.
- (6) Poor reception of new personnel.

- (7) Difficulty in obtaining reimbursement for loss of service benefits or additional expenses occasioned by Agency security requirements (applies to a small proportion of the total cases).
- (8) Inherent dislike of serving under pseudo officers.
- (9) Lack of proper orientation before being required to use methods which the soldier considers highly unethical.
- (10) Failure within the various echelons of the Agency to practice these fundamental principles of leadership requisite to the development of esprit de corps, pride of accomplishment, pride in the organization, and loyalty in a degree which subordinates personal interests to achieve the common goal.

3. DISCUSSION AND CONCLUSIONS:

See Tab B.

4. ACTION RECOMMENDED:

- a. That preliminary to requesting orders for officers they be brought in for interview, if they are available and can come in at no expense to the Agency. (Action has been taken by Military Personnel Division).
- b. That when interviews are impractical, assignments be made, when possible, from officers who have had previous experience or who have manifested interest in our type of work. (Military Personnel Division is now collecting a list of such officers from the War Colleges and other sources).
- c. That after an appropriate interval the Army again be requested to authorize our use of the regular efficiency form by civilian raters and by rating officers of other services.
- d. That Tab C be published in the Armed Forces Information Digest to inform officers that their fears regarding letter efficiency reports are largely unfounded. (This has been published in the August issue).
- e. That Tab D be dispatched to the Chiefs of Major Components emphasizing the need in efficiency reports for more adequate description of the officer's demonstrated qualifications, the degree of responsibility and job level.

- f. That an interim evaluation report (Tab E) be obtained from the immediate superior after an officer has been on duty for four months. This to discover and correct at an early date any possible malassignments.
- g. That a letter (Tab F) be dispatched to the Chiefs of the Major Components emphasizing the need for effective distribution of the Armed Forces Information Digest (Tab G) to their military personnel, when security conditions permit. Too large a proportion of our military fail to receive this publication.
- h. That an Agency notice or regulation be published outlining a recommended procedure (Tab H) for the reception of new personnel. (A notice on reception of new personnel, including military personnel, is now in the process of being published.
- i. That our Finance Office automatically refer to Military Personnel Division claims of military personnel which they turn down. The latter include some legitimate claims which could be paid by the Deputy Director (Administration).

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- k. That military personnel receive more adequate briefing regarding any unusual conditions with which they will be confronted upon their arrival overseas.
 - l. That overseas groups headed by civilians consider the appointment of the senior military man as a military advisor who would make himself available to counsel military personnel, in addition to his other duties.
 - m. That the Chief and Deputy Chief of Military Personnel Division periodically call on military personnel who are available and that annual visits be made to the larger groups in Europe and the Far East.
 - n. That our personnel orientation and our various courses attended by supervisors include instruction in those fundamentals of leadership which are taught in the services and in civilian personnel, industrial management, and foreman training courses. The most effective means of eliminating personnel problems is at their source.

SIGNED

Harrison G. Reynolds
Assistant Director for Personnel

*(See next page for
concurrent approval)
DDC1*

Staff Study, Subject: Morale of Military Personnel 15 SEP 1954

ANNEXES:

Tab A thru H

CONCURRENCE:

S/
Chief, Planning & Program
Coordination Staff

25X1

ACTION BY APPROVING AUTHORITY:

APPROVED: 17 SEP 1954

Signed G. P. CABELL

G. P. CABELL
Lieutenant General, USAF
Deputy Director

Orig. returned to AD/P 9/17/54.
by to DDCI Chrons.
by - Exec. Reg. ✓*

** Note on routing slip to AD/P from
Gen. Cabell: "A well prepared
study. P.S. I haven't been seeing
the 'Digest' either."*

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ATTITUDE OF MILITARY PERSONNEL TOWARDS CIA ASSIGNMENT

25X1 A summary of opinions expressed by ☐ officers and ☐ enlisted men leaving the Agency between 1 May 1953 and 31 July 1954. Source of information: Exit interviews with representatives of Military Personnel Division.

25X1

<u>ATTITUDE</u>	<u>% Officers</u>	<u>% Enlisted</u>	<u>% All Military</u>
1. Military specialty fully utilized	71.3	67.4	69.2
2. Grade consistent with CIA slot	71.3	69.6	70.4
Grade higher than CIA slot	10.3	5.8	7.9
Grade lower than CIA slot	18.4	24.6	21.7
3. Service career benefitted	42.6	51.8	47.5
Service career unaffected	35.9	34.8	35.3
Service career damaged	21.5	13.4	17.2
4. Satisfied with personnel administration	77.9	88.8	83.8
5. Good relations with co-workers	99.0	99.1	99.0
6. Would welcome second tour with CIA	53.3	83.5	69.5
Neutral toward second tour with CIA	24.1	10.7	16.9
Would resist second tour with CIA	22.6	5.8	13.6

TAB
B

DISCUSSION AND CONCLUSIONS:

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1. Tab A has been prepared summarizing the views expressed by [redacted] officers and enlisted personnel in their exit interviews. In this summary it will be noted that approximately two-thirds of the departing military personnel felt that their military specialty was fully utilized and that their job was consistent with their military grade. One out of five officers and one in seven enlisted men felt that service with the Agency had damaged their military career. One in twenty enlisted men and over one in five of the officers would not want another assignment with the Agency. The percentage of officers in this last group included some who had enjoyed their tour here, but felt that additional duty with this organization would impair their service career.

2. While the percentage of CIA critics is a minority, it is considerably higher than it should be, and it includes some officers of outstanding ability who are likely to rise to top positions in the military service. It also includes a number of bitter and very vocal critics, particularly those individuals who received poor efficiency reports. There is a question also as to the degree of frankness with which departing service personnel have expressed themselves in exit interviews. Based upon the exchange of opinions during informal gatherings, it is felt in some circles that the percentage of officers unhappy in their Agency assignments is much higher.

3. If such impressions are disseminated throughout the services, it will become increasingly difficult to obtain the high type service personnel which the Agency requires. Even within the service, considerable difficulty is experienced in getting good men to fill undesirable positions. When qualified individuals are requested, it suddenly develops that they are indispensable to some other more important project, or their services are urgently required and personally requested by officers with two or three star rank. Our own regulations and our agreement with the Department of Defense permit the services to recall an officer in the middle of his tour here to attend certain schools, or for "important command assignments." Such requests from the services are not infrequent and there is no way of knowing whether or not such requests have been initiated by the officer himself.

4. There exists, therefore, a very definite problem of how to make duty with the Agency more popular with service personnel, and to eliminate conditions which create an unfavorable reaction. Exit interviews provide information bearing on the problem. While a majority of the conditions pointed out in these interviews can be corrected only by action through command channels, there have been a number of comments which related primarily to personnel administration, and steps have already been taken to correct these.

5. One cause of concern has been that officers believe their service careers suffered when their efficiency ratings were rendered in letter reports rather than on the regular forms. In 1952 and 1953 requests were made to the Department of Defense for permission to use the regular form for ratings rendered by our civilians and officers of other services. Air Force concurred, but the other services were, and still are firmly opposed. Our last request to the Navy was turned down in June of this year. In denying our request, however, Admiral Arnold, Deputy Chief of Naval Personnel, pointed out that for Navy officers letter reports received the same weight and consideration as reports rendered on the Navy forms. Recent informal inquiries to Department of Army reveal that G-1 is still strongly opposed. As an entering wedge, however, a Presidential Directive and Department of Defense Order authorized the regular form to be used in all cases for officers in the Department of Defense, including the National Security Agency. About the first of the year, if experience with these reports turns out to be reasonably satisfactory, we will have a strong argument in submitting another formal request. By that time the present Chief of the Classifications and Standards Branch, G-1, will have rotated. The latter has very strong convictions on the subject and appears to have played an important role in blocking our previous requests.

6. In the meantime, it would help to publicize authoritative statements from the Army and Navy which indicate that our officers' fears regarding letter reports are largely unfounded. These same statements however, point out that an officer's career can be damaged by a perfunctory report regardless of the form. There is need to call this to the attention of our officials who make out efficiency reports and to maintain close supervision over these reports in Military Personnel Division as they are received.

7. Those who departed from the Agency with poor efficiency reports naturally feel unkindly towards this organization. While in certain areas within the Agency there is a tendency to rate higher than in the military service, it is also the opinion of officers handling efficiency reports here that the percentage of poor or mediocre efficiency reports received by our officers is higher than in the average military unit-- this in spite of the fact that our personnel are selected with considerable more care. On the one hand there is the need to give the officer a rating no higher than he earns, and on the other hand, the Agency suffers if it injures promising military careers by rating officers considerably lower than their average earned in the military service. This is particularly true when an officer is assigned to duties foreign to his career occupational specialty, as in the case of a flying officer assigned here because of his proficiency in a foreign language.

8. The situation with respect to efficiency reports might be improved by sooner detecting malassignments and by taking prompt corrective action. To obtain early information regarding officers who are not doing well, it is proposed to initiate an interim evaluation report for Agency

use only, to be rendered after the officer has completed four months duty, and at any time thereafter when it becomes apparent that he fails to measure up to the high standards desired by his superior. In the event his superior indicates that the officer could be more effectively used on some other assignment, and agrees to release him, an effort will be made by Military Personnel Division to find him a more suitable job within the Agency. If this cannot be accomplished, an informal visit to the officer's career branch may assist them in discovering that he is needed elsewhere for an important assignment.

9. Another complaint has been that military personnel are isolated from their service and have difficulty in keeping abreast of developments in their respective services. To meet this need the Armed Forces Information Digest is now published monthly and distributed to all military personnel. The principle need for this digest is for personnel overseas. Questioning of those returning, however, develops that only a small proportion have received the publication. As the digest has little value unless its distribution can be effectively implemented, it is desirable that we bring this to the attention of each Senior Representative.

10. Another criticism was the poor reception received in some instances by service personnel upon joining the Agency. For the last two years the Chief of Military Personnel Division has endeavored to meet each incoming officer and make him feel welcome here. Enlisted personnel are similarly received by the Chief of the Personnel Branch, Military Personnel Division. The reception of the individual by the office to which he is assigned is equally important. Experience in other organizations has shown that when there is no published routine for the reception of new personnel the kind of reception given varies widely depending upon how the Chief feels that morning and the number of pressing problems occupying his mind at the time the new man reports. Within the Agency two examples occurred in areas where there have been other personnel problems. In one instance a Captain served for six months before meeting the Major in charge of his unit. In another case a Colonel, Deputy Chief of a branch, served three months before meeting the Chief of his staff group. Even then, the long anticipated event was attended with certain embarrassment for it occurred quite by chance at a cocktail party. As initial impressions are often lasting impressions, the reception of new personnel is believed sufficiently important to warrant an Agency notice on the subject.

11. Another condition clearly indicated by exit interviews is a need for more training in the fundamental principles taught in Army leadership and civilian personnel management courses. A majority of the more serious personnel difficulties stem from failure on the part of both our civilians and our military to observe the more elementary principles of leadership which are widely recognized but often forgotten.

It is recommended that an orientation of this type be incorporated in our personnel briefings and in all courses given by the Agency for those in supervisory positions. Most organizations continually stress leadership training as the most effective way of eliminating personnel problems at their source.

12. A not infrequent source of irritation to military personnel has been the difficulty in collecting reimbursement for certain types of expenses incurred as the result of their Agency service. These claims sometimes run afoul of various technicalities. In other cases delays were occasioned by unfamiliarity of the individual with local financial procedures. Typical of the latter was the case of a Navy Commander who had departed from the Agency before word was received from our representative in the Bureau of Naval Personnel that the Commander had not been paid an allowance for civilian clothing, mandatory for his job, although he had applied repeatedly since 1952. Investigation by Military Personnel Division revealed that the Commander's claim had been approved, but someone was waiting for him to submit a voucher. This he did, and he collected his pay. An example of the claims that get bogged down in red tape is the case of an Air Force Sergeant. Air Force Regulations prescribe that service personnel taking certain correspondence courses sponsored by the service will be reimbursed seventy-five per cent of the cost. The Sergeant contemplated taking one of these courses and was entitled to the seventy-five per cent reimbursement; however, he was unable to obtain reimbursement from the Air Force

On the other hand, his claim submitted to the Agency was turned down, apparently because of some ruling by our legal people. Claims of this type involve no great expenditure of money and failure to pay them promptly has a decidedly adverse effect from a morale standpoint.

13. In addition to information supplied by exit interviews, suggestions have been received in informal conversations with many officers currently on duty. One item pointed out by these officers is that much of our trouble traces back to our method of selection. Nominations are made by the services to fill our requisitions in the same manner in which the services fill their own vacancies. The officer's wishes in the matter are rarely considered. With Agency tours however, this is more important than it is in most service assignments. The majority of officers are interested only in the more orthodox military duties and feel that any diversion from such duties impairs their careers. On the other hand, there is a smaller proportion, but nevertheless a large number of officers, who are interested in unconventional warfare. If we could make our selections from the latter group, who incline toward our type of work, the general attitude of the military might be much improved.

14. In the way of corrective action, it has been suggested that we interview each applicant and ascertain his desire for an assignment with us. That is done currently for nearly all who are available for

interview. An officer's expressed dislike for the job is usually sufficient to remove him from further consideration. The majority of officers, however, are assigned to us from distant points and there is no practical way consistent with security requirements to give the officer a clear-cut idea of his prospective job here.

25X1 15. Another suggestion, along the same line, was that we contact the Psychological Warfare Offices of the services for a list of officers who have specialized in their activities. The Psychological Warfare Office of the Department of the Army has already been contacted. The Chief of Personnel, Lt. Colonel Clark, indicated his desire to cooperate on this point and called our attention to a Confidential IBM Roster [] which gives a world-wide listing of all military personnel with training or experience in guerrilla warfare, ranger command, special forces operations, Office of Strategic Service, counter-guerrilla warfare, psychological warfare, and foreign language propaganda. This roster shows military occupational specialties of each individual, but does not give projected rotation or reassignment dates. Another suggested source of officers interested in our work was the names of those attending the various war colleges who select intelligence or para-military subjects for their term papers. This lead has been followed up. The National War College already has given us such a list. To effect a practical solution it will be necessary to provide the Personnel Offices in the services with a list of names of their officers who have indicated in one way or another that they might be interested in our type of work. The names of those available for assignment here can then be checked against the list.

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17. When military personnel are being sent overseas where they will be required to adapt themselves to unorthodox or highly irregular procedures, it has been suggested that before they start they be briefed as to what to expect and the reasons for such methods, []

25X1 [] It is believed an adequate briefing would diminish the initial shock and resentment when the individual is suddenly confronted with these conditions upon arrival in the area.

18. To handle complaints for the military, it has been suggested that a military Inspector General be appointed. This officer would spend a sizeable part of his time traveling around to our various installations so as to visit each one at least once a year. A military man in such a position could be of considerable assistance, but it would be difficult to justify a full time Inspector General for [redacted] military personnel currently assigned to the Agency. In the Army, the maximum number of Inspectors General authorized is usually one per fifty-eight hundred officers and enlisted men. Colonel Lane, Chief of the Inspections Division, Department of the Army, further advises that the major portion of a military Inspector General's time is spent inspecting the various phases of administration and all activities other than tactical. Considerable time is spent by the Army Inspector General also in investigations requested by the Commanding General. In considering our own small number of military, it should be further pointed out that only [redacted] of the total are enlisted personnel, or the equivalent of about [redacted] Officers, before going to the Inspector General, usually consider the possible effect upon efficiency reports, and the number of complaints from this source is proportionally smaller. It is believed that this requirement can be adequately covered by the utilization of a senior military man in each group, as outlined in paragraph nineteen, and by visits of officers from Military Personnel Division to the field, discussed in paragraphs twenty and twenty-one.

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19. Still another suggestion refers to military assigned overseas, when the senior of the group is a civilian. In such circumstances, it was suggested that the senior military man present be delegated as the military advisor, and that he make himself available to listen to the personal problems of the military and counsel them, particularly new personnel during the period of their readjustment to Agency organization and procedures. It was further indicated that such an officer could double in brass and function as a Deputy to the Chief for the purpose of completing efficiency reports, and possibly for summary court-martial action. Military Personnel Division believes that the proposal might be used to advantage, but recommends that it be considered by each of our overseas groups on an individual basis. How well such an arrangement will work depends in a large degree upon local organization, local problems and personalities.

20. In conclusion it is desired to emphasize that a study of this nature should be made on a continuing basis. One of our most important tasks is to learn more about the problems and attitudes of the service personnel on duty here. From the operations standpoint it is highly desirable that the Chiefs make themselves available and get out and get acquainted with the people who work for them, particularly their immediate subordinates. From a personnel standpoint, the same thing applies. Every effort will be made here to make follow-up calls upon military personnel who are in available locations. Rather than formal questionnaires,

which some officers object to, it is planned merely to meet the individual, express friendly interest in his reaction to his tour with the Agency, and give him an opportunity to bring up any personal problems he may have and express any opinions he may desire.

21. In order to obtain better first hand knowledge of problems in the field and also to meet available military personnel in the area, it is desirable that the Chief, Military Personnel Division, and/or Deputy Chief, Military Personnel Division, make annual trips to Europe and the Far East.

TAB
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NEWS ITEM TO BE INCLUDED IN AUGUST ISSUE OF ARMED FORCES INFORMATION DIGEST

Letter Efficiency Reports

Letter efficiency reports are still required for officers serving outside Department of Defense in joint agencies when the rating officer is a civilian or an officer of another service. Do they adversely affect an officer's career? To this question the Services have replied as follows:

The Chief of Naval Personnel states that, "Present instructions to selection boards are to the effect that letter reports are to be considered equally as formal, and are to be given equal weight, with reports submitted on the regular printed form. This, together with the general knowledge that officers serving in joint and combined agencies are performing duties of responsibility should serve to prevent any reluctance on the part of naval officers to being assigned such duties."

Marine Corps selection boards receive the same instructions. Officers at the "pick and shovel" level in Marine Corps Personnel and also Bureau of Naval Personnel state that a well prepared, detailed letter report is given more weight than a more perfunctory report on the regular fitness form.

The Officer in Charge of the Secretariat for Selection Boards, Department of Army, states that, "Selection Boards are instructed to give equal weight to letter efficiency reports, bearing in mind that these reports do not figure in the OEL, and as a rule the rated officers are serving in important assignments, usually on joint or combined staff." The job level, also unscored in the regular printed efficiency report form, is indicated as an item of particular importance in the board's selections.

Note: We haven't forgotten the Air Force. With the letter there is no problem, as all raters use the regular effectiveness report form.

MEMORANDUM FOR:

SUBJECT : Letter Efficiency Reports

1. Letter efficiency reports are currently required for Army, Navy, and Marine Corps officers when the rater is not an officer of the same service. A number of our officers have expressed apprehension that these letter reports are treated lightly by promotion boards and might injure their service careers. Every effort has been made here to obtain permission to use the regular service rating form in all cases, but to date only Air Force has consented.
2. In turning down our most recent request, Admiral Arnold, Deputy Chief of Naval Personnel, pointed out that "letter reports are to be considered equally as formal, and are to be given equal weight, with the reports submitted on the regular printed form." The same is true with letter efficiency reports submitted on Marines. The Navy and Marine Corps have no numerical system of scoring efficiency reports such as the Army's Officer Efficiency Index (OEI).
3. Instructions to Army selection boards also emphasize that full weight be given to letter reports and the type of duties performed. Nevertheless, only the regular rating form is used in computing the numerical rating. Under certain circumstances this might adversely affect the officer, as the OEI is an important factor in promotion and other personnel actions.
4. In some cases it is possible to render the regular Army report, Department of Army Form 67-3. This report will be scored provided it is rendered by a senior Army officer in the chain of command who has observed the officer's performance of duty, and that 60 or more duty days have accrued (SR 600-185-1, par 7 1). Wherever the existing organization permits, such a report will be rendered in addition to the letter report submitted by the appropriate rating officer.
5. While in theory there is no need for such a procedure for Navy and Marine Corps officers, representatives from the Bureau of Naval Personnel and Marine Corps Headquarters point out that additional reports or commendations from superiors in the chain of command undoubtedly have a strong psychological effect upon the average selection board considering the officer for promotion. Any such additional reports will be incorporated in the officer's file together with the regular report.

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6. With regard to efficiency reports or letter reports, the following criticism and recommendation of Admiral Arnold are equally applicable to reports for all services:

"From discussions with officers serving in joint agencies, it appears that at least in some instances a source of dissatisfaction has been a tendency towards perfunctory reports on the part of civilian reporting seniors. This has undoubtedly been due to a lack of appreciation on the part of such reporting seniors of the vital importance of these reports to a naval officer's career and the necessity that such reports be as comprehensive and complete as possible. It is believed that a continuing program of indoctrination of supervisors (reporting seniors) in the vital importance of these reports in naval officers' careers and the necessity that they be as complete and comprehensive as possible will be of great assistance in correcting the situation in the Central Intelligence Agency as described in your letter."

7. Even when security requirements prohibit a detailed discussion of the specific types of duty performed, it is still possible to give a comprehensive description of the officer's qualifications and his manner of performance of duty. It will be particularly helpful also to include an indication of the job level and the degree of responsibility involved. The Military Personnel Division will return to the rating officer any efficiency report which fails to meet these qualifications.

HARRISON G. REYNOLDS
Assistant Director for Personnel

INTERIM EVALUATION REPORT
For Agency Use Only

_____ has been assigned to your organization for a period of four (4) months or more. In order to detect at an early date any possible mal-assignments, it is requested that you complete this form and return it to Military Personnel Division without delay.

1. What is your opinion of the current and potential effectiveness of subject in his present assignment?
2. If shortcomings have been noted above, have you discussed these with him?
3. Is he being fully utilized in his military occupational specialty?
4. Is his assignment commensurate with his military grade?
5. Do you believe this officer's particular qualifications could be more effectively utilized in some other assignment?
6. If so, could he be released immediately or would it be necessary to wait for a qualified replacement?
7. From your observation would you say that he is pleased or dissatisfied with his present assignment?
8. Remarks:

TAB
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D R A F T

OFFICIAL DISPATCH

VIA _____

DISPATCH NO. _____

Classification

TO Senior Representative

FROM Assistant Director for Personnel

SUBJECT (GENERAL ADMINISTRATION
(SPECIFIC Armed Forces Information Digest

1. Exit interviews conducted by Military Personnel Division have repeatedly revealed that a major source of dissatisfaction on the part of both officers and enlisted personnel with their tour of duty with KUBARK has been the fact that they have not been kept abreast of important changes in policies and regulations promulgated by their respective services. In most cases they have felt that their service careers have been damaged by this lack of pertinent, up-to-date information on changes in service regulations, special assignment opportunities, reenlistment, promotion, and separation policies, etc.

2. In order to meet the above need, Military Personnel has been publishing a mimeographed "Armed Forces Information Digest" on the last day of each month since 31 October 1953. It calls attention to new directives issued by the Army, Navy, Air Force, and Marine Corps, and briefs the salient facts contained in each. It includes information of importance to all service personnel on subjects such as soldier voting, the Armed Services Contingency Option Act, and changes in Joint Travel Regulations.

Tab F

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25X1 3. Ample copies for distribution to service personnel overseas have been sent to the Chiefs of the Operating Divisions for transmittal to overseas stations, however, exit interviews conducted with returning personnel indicate that few of our people are receiving the publication. (Only ☐ who have returned from abroad since 1 March 1954 have reported seeing any copies of the Digest). The complaint, "I have been too cut-off from my branch of service" continues.

4. It is desired that all members of the Armed Services under your jurisdiction receive copies of the Armed Forces Information Digest regularly, unless security considerations prohibit it. In this connection, the Digest is unclassified, and contains nothing to indicate its source of publication. If you are not receiving sufficient copies for your needs, request report of the number of copies desired.

HARRISON G. REYNOLDS

September 1954

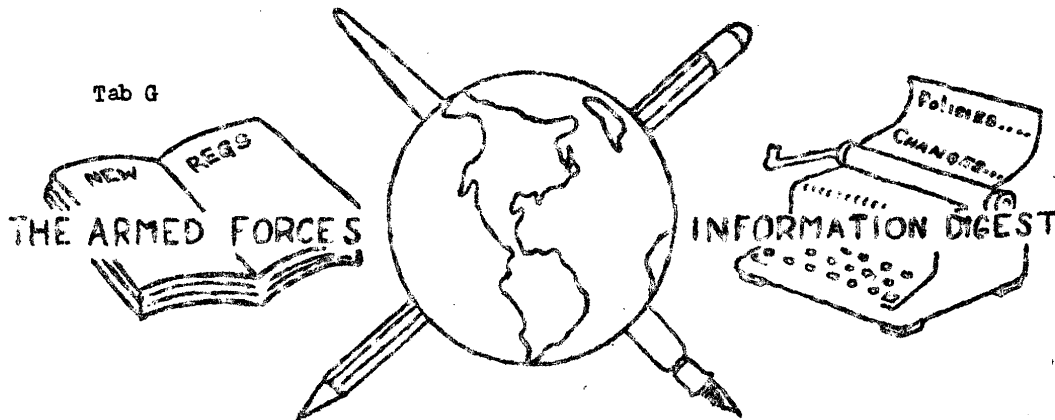
Distribution:

(Releasing Officer)

(Coordinating Officer)

(Authenticating Officer)

Tab G



Vol II, No. 7

31 July 1951

Section I - GENERAL

PA CIRCULAR ADVISES ON SOCIAL SECURITY

Department of the Army Circular 74 (1 Jul 51) cautions military personnel to make adequate preparations so that social security benefits may accrue to their dependents in the event of death.

Re wit:

"It is important that each service member on active duty advise his dependents that, in the event of his death, the dependents should inquire promptly at the nearest field office of the Social Security Administration (addresses available at any post office) as to whether survivors' benefits are due.

"Dependents of military personnel who die while on active duty generally will be entitled to survivors' benefits, particularly when there are children under 18 years of age.

"Applications for benefits must be filed before any payments can be made, and such payments are retroactive for only six months. A social security number is not necessary until a claim is actually filed, but should a service member desire such a number at this time, it can be secured upon application at the nearest field office of the Social Security Administration."

NEW FEDERAL LAW AFFECTS WARRANT OFFICERS

Air Force Bulletin No. 6 (8 Jun 51) quotes the pertinent aspects of Public Law 379, recently passed by the 83rd Congress, establishing the appointment, selection, retirement, promotion and severance policies for warrant officers in the three branches of the Armed Services (plus the Marine Corps).

Billed the "Warrant Officer Act of 1951," it supersedes previous legislation governing warrant officers.

ACTIVE DUTY PERSONNEL WITH MASS. BONUS

Army TIMES for 3 Jul reports that the Commonwealth of Massachusetts has extended its Korean bonus law to include servicemen on indefinite enlistments and commissioned officers.

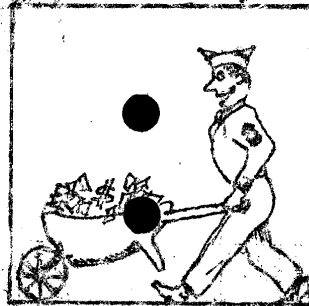
Previously the bonus applied only to eligible veterans.

Rates: \$300 if they served overseas; \$200 stateside. To be eligible applicants must have at least three years active duty service since 25 Jun 50 (start of the Korean conflict).

METHOD FOR COMPUTING NEW RE-UP PAY

Army-Navy-Air Force JOURNAL (17 Jul) is running a feature story for the benefit of re-uppers on the method for computing re-enlistment pay under the new bonus policy recently enacted by Congress.

Here's the way it works:



1st re-enlistment - For grades E-2 thru E-7, multiply 30 days' basic pay times the years of re-enlistment contract. An E-4 re-enlisting for the first time receives 20 days' basic pay times the years for which he re-enlists.

2nd re-enlistment - For grades E-3 through E-7 the bonus is computed by multiplying 20 days' basic pay by years of re-enlistment contract.

3rd re-enlistment - For grades E-4 through E-7, the bonus is computed by multiplying 10 days' basic pay by the years

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of the re-enlistment contract. At this stage, no re-up bonus is provided for men in the lower three pay grades.

With re-enlistment - For grades E-4 thru E-7, the computation is made on the basis of five days basic pay times the years of the re-enlistment contract, with no re-up pay provided for the bottom three grades.

Says ANAF JOURNAL:

"No re-enlistment bonus accrues after completion of 20 years' service, notwithstanding the maximum bonus allowance. This means that a serviceman who re-enlists in his 18th year for the fourth time will be paid only two years' re-enlistment bonus."

NEW PUBLICATIONS

Joint Travel Regs (Change 24, 1 Jun 54) defines dependents to include parents not actually residing in member's household. However, such a dependent is not entitled to transportation upon member's POC, unless specifically authorized.

AFR 205-28 (4 Jun 54) "Disclosure of Classified Information to Reserve Forces Personnel" elaborates on AF policy for disclosures of classified information to AF Reserve and ANGUS personnel not on EAD.

SEA-AIR BRANCHES ISSUE SINGLE PX CARD

Navy's ALL HANDS for July reports the new, "all-purpose military dependents identification card (DD Form 720)" is on the way for dependents of Navy, Marine Corps, Coast Guard and Air Force personnel.

The card will be used for identification at commissary stores, exchanges, medical services, special services and similar activities, says ALL HANDS.

Adds ALL HANDS:

"BuSanda, through issuance of SecNav Inst. 1700.1, has promulgated instructions governing the administration of the Military Dependents Identification Card.

Section II - ARMY

ARMY BANS UNIFORM IN CIVVIE WORK

A recent (7 Jul 54) change to AR 600-32, C6, specified that Army personnel, "when engaged in off-duty civilian employment," will not wear the uniform.

ARMY ENLISTED INDEFINITES TO GET MOP

The Department of the Army recently

...The card is authorized for issuance to eligible dependents of U.S. Navy and Marine Corps personnel on active duty (in excess of 60 days) and to dependents of Navy and Marine Corps retired and Fleet Reserve retired personnel.

...Complete details on regulations governing the application for and use of the Military Dependents Identification Card are contained in SecNav Inst. 1700-1 of 30 Mar 54.

(Editor's Note: See also the 31 Jan 54 issue of AFID for other information.)

CIVVIE, DEPENDENT TRAVEL CHIEF CHANGED

Air Force L&O Letter 8-28 (11 Jun) quotes a new directive from the Department of the Army:

"Administrative control of the movement of all dependents, DA civilian employees and DAF civilian employees from GCHS to Japan will be transferred from the Commanding Officer, Seattle Port of Embarkation to the Commanding General, San Francisco Port of Embarkation, effective 1 Aug 54.

"All port calls issued on or after 1 Aug for travel of subject individuals to Japan on or after 1 Sep will be issued by the Commanding General, San Francisco Port of Embarkation."

New procedures:

1. Civilian travel orders and dependent travel authorizations for travel to Japan on or after 1 Sep 54 to place individuals on call of the Commanding General of the San Francisco Port of Embarkation.

2. All passports for individuals to travel to Japan on or after 1 Sep 54 to be forwarded to the Commanding General San Francisco Port of Embarkation.

3. Port of Embarkation copies of dependent priority lists and all changes thereto for travel to Japan on or after 1 Sep to be forwarded to the Commanding General, San Francisco Port of Embarkation.

has authorized the payment of mustering out pay to enlisted men who resign from indefinite tours and re-enlist within 90 days.

The new policy was reported in the 3 Jul issue of Army TIMES.

Said TIMES:

"The method chosen by the Army to

qualify indefinites for mastering out pay is to permit resignation after six years' service and re-enlistment within three months without loss of grade. The re-enlistment, according to G-1, can be for an indefinite term.

"Authority for this is a new sub-paragraph (G) to paragraph 3 of AF 615-367".

DA LISTS NEW RATING POLICIES

DA message 519581 (28 May 54) announces a new policy for rating officers to correct efficiency reports which do not have the remarks of an indorsing officer.

1. Efficiency reports will be completed and indorsed at the lowest possible level. The purpose is to obtain two accurate and considered opinions based on intimate knowledge and close observation of the officer being rated.

2. The rater will be the immediate

superior in the chain of command or staff who is in a position to render a considered report.

3. The indorsing officer need not be senior in date of rank to the rating officer, but must be in grade and/or date of rank to the officer being rated, and must hold an appropriate superior position to the rater. The indorsement should normally be completed by the officer who prepares the efficiency report of the rater; however, exceptions may be made when this would result in the indorsement's being prepared by a superior who is not in a position to have personal knowledge of the performance of duty of the officer being rated.

4. The preparation of efficiency reports on officers in staff positions should be decentralized to the maximum, to executives, deputies, and assistant commanders.

Section III - AIR FORCE

USAF OPENS 400 REGULAR WO SLOTS TO M/SCTS

Bolling AFB I&O Letter 6-57 (8 Jul 54) discloses that the Air Force will tender some 1700 Regular Air Force Warrant Officer appointments during Fiscal Year '55 to Reserve WOs and master sergeants.



Says the letter:

"As part of the implementation of the Warrant Officer Act of '54 (see elsewhere in this issue)...plans call for tendering Regular AF Warrant Officer appointments to

approximately 1700 persons during FY '55. Approximately 1300 of the appointments will be tendered to USAF non-Regular Warrant Officers currently serving on active duty as Warrant Officers. Approximately 400 of the appointments will be rendered to USAF airmen currently serving on active duty as master sergeants including those master sergeants holding Reserve Warrant Officer appointments. No person will be permitted to apply for a Regular Warrant Officer appointment in more than three specialties.

"The appointment of the 400 Regular Warrant Officers referred to (above) will be geared to the skill requirement of the USAF. Appointments will be made only in

skills where a stated requirement exists. Manning documents are presently being converted to include Warrant Officer skill requirements. Based on this action it is anticipated that on or about 1 Nov 54 a list will be published of those AF specialties in which these appointments will be made.

"...Master sergeants will be appointed in the permanent grade of Warrant Officer, W-1."

Requirements:

1. Be a citizen of the U.S.
2. Be serving on active duty in the grade of M/Sgt or WO and have completed at least one year of active Federal service in that grade immediately prior to 30 Jun 54.
3. As of 30 Jun 55 have attained at least 21st birthday and not have attained 42d birthday.
4. Have less than 19 years total active Federal service as of 30 Jun 54.
5. Have a high school education or have passed the high school GED test.
6. Be of such background, character and reputation as to cease appointment in the Regular Air Force to be clearly consistent with the interest of national security.
7. Be recommended for appointment by organization commander.
8. Be medically qualified for Regular Warrant Officer appointment.
9. Must have attained a qualifying score on both the USAF supervisory exam-

ination and the appropriate APT.

Regarding paragraph 9, "1/Sgts must qualify on a 7-level APT appropriate to any awarded AFSC at the 7-level or appropriate to any duty AFSC at the 7-level in which they have served continuously for 90 or more days immediately prior to testing and which is appropriate to the warrant specialty or specialties for which applying and qualify on the USAF supervisory examination."

In most cases, says USAF, retesting will be unnecessary.

USAF PUBLISHES OFFICER EVALUATION PAM

The Air Force recently published a new pamphlet outlining current procedures and practices in the evaluating and rating of officers by superiors (AFP 36-1-3, 1 Jul 54).



Governing AF Form 77, "Officer Effectiveness Report," the pam also specifies the manner in which major commands are to review these forms.

Other USAF publications:

AFR 35-45 (10 Jun 54) - Application for Assignment to the Office of Special Investigations establishes requirements and procedures whereby officers, warrant officers, and airmen may apply for assignment with OSI.

AFR 45-18A (10 Jun 54) - Deferment and Exemption for Certain Members of Reserve Components of the Air Force clarifies "satisfactory participation," in an Organized Unit; permits individuals to make up excess absences due to illness or injury.

AFR 45-35A (14 Jun 54) - Service Obligations under Section 4(d), Universal Military Training and Service Act contains definition of satisfactory participation in an organized unit.

AFR 76-13A (9 Jun 54) - Air Movement Designator for Oversea Shipments by Military Aircraft provides current procedures for requesting an air movement designator from oversea control activity monitoring shipment; changes coordinating officer locations.

ADM 1-3 (1 Apr 54) - Theater Air Operations and ADM 1-8 (1 May 54) Strategic Air Operations.

COMPTROLLER READING BANS RESERVE PRIVILEGE

A Bolling AFB I&C Letter (5-15, 29 Jun 54) quotes a message from the Air

Force Finance Center in Denver disallowing anyone other than Regular Air Force officers to select their homes upon retirement for "purposes of travel and transportation allowances."

Says the letter:

"By decisions B-116568, dated 10 Mar 54, and B-117430, dated 19 Mar 54, the Comptroller-General reaffirmed that only Regular Air Force officers are entitled to select their homes upon retirement for purposes of travel and transportation."

"Provisions of paragraph 1150-3, Joint Travel Regulations, in conflict, should continue to be disregarded. Reserve members approaching retirement should be informed of ineligibility to receive reimbursement for travel of self and dependents and transportation of household goods beyond the place of last entry on active duty or home of record."

OVERSEAS RETURNEES MAY RE-UP AT PORT

Air Force TIMES for 26 Jun notes that airmen returning from overseas for separation will be able to re-enlist at port processing groups beginning in July.

Headquarters USAF, says TIMES, has authorized ports also to grant airmen 30 day re-up leaves, travel by private auto to station of assignment with advance payment, and immediate payment of re-enlistment bonus.

Previously, returning airmen were processed for separation at ports but had to re-enlist at nearby bases or AF recruiting stations.

EASE REQUIREMENTS FOR REGULAR AF

The 2 Jun 54 TIG Brief lists the latest requirements for an appointment to the Regular Air Force officer corps:

1. Federal commissioned service requirement is reduced to 12 months;
2. Maximum age is lowered to 31 years, three months;
3. Minimum education is 60 semester hours or 90 quarter hours towards a BA degree (this also may be waived by major air commanders).

Specifics may be found in AFR 36-5.

TIG BRIEF ADVISES AGAINST INQUIRIES

The 2 June 54 TIG brief advises against inquiries on the "status of security clearances" at OSI Headquarters, Bolling AFB.

Says TIG:

"There is no provision in current Air Force Security directives for a cen-

tral repository for the recording of security clearances. The authority to grant security clearances rests with major air commanders...When a security clearance is granted it is recorded on the current service record of airman, the organizational copy of Officers' Qualification Record or official personnel folder of civilian employees...Inquiries to the Director of Special Investigations, the Air Provost Marshal, the Fourth OSI District Office or headquarters USAF will be unproductive because the Air Force does not maintain a central clearance file."

VOLUNTARY RETIREMENT BANS LIFTED

The Air Force, in an interim change to AFR 36-50 (15 Jun 54), has implemented a relaxing of voluntary retirement restrictions contained in the latest Defense Department appropriations.

The new retirement policy affects only Air Force Regular officers.

Changes:

1. Applications for voluntary retirement submitted under section II, paragraph 6b, AFR 36-50, in the absence of unusual or exceptional circumstances, normally will be approved if the officer has completed at least 30 years active Federal service.

2. Those who have completed less than 30 years to be approved must meet these requirements:

a. When thoroughly documented undue personal or family hardship exists which would be materially and permanently alleviated by his retirement;

b. Officer has been removed from flying status for the convenience of the government, if application is submitted within six months;

c. Mandatory retirement under any provision of the law is imminent;

d. Officer has been recommended for elimination or demotion;

e. Overall record of officer's performance of duty is such as to warrant a conclusion that retirement would not be contrary to the best interests of the Air Force;

f. Any other case in which the applicant's retirement would not meet the specific requirements, but wherein unusual or special circumstances exist which dictate approval.

USAF ISSUES NEW SECURITY REG

The Air Force 26 Apr 54 published a new regulation (AFR 205-6) governing clearance of both military and civilians employed by USAF for access to security material.

All military personnel are affected by the reg, and civilians who are paid from either appropriated or non-appropriated funds, excluding aliens employed outside the U.S.

Pertinent factors:

1. Final and interim Top Secret clearances will no longer be granted civilians on the basis on continuous years of service.

2. Formal clearance is required for all personnel for access to confidential information. Clearance for civilians will be based on a National Agency check, military on a review of personnel records.

3. Interim clearance will not be granted unless a request for investigation of the type required for final clearance has been forwarded.

4. Interim clearances won't be logged on military service records.

5. Military personnel must have a "satisfactorily completed" DD Form 98, "Loyalty Certificate for Personnel of the Armed Forces," on file before a request for investigation is initiated or prior to being granted a clearance when investigation is waived.

Says the 5 May TIC Brief:

"The new regulation is aimed at preventing duplication of clearance action. Clearance granted by proper authority in the Air Force and other Department of Defense agencies may be accepted by AF commanders...Access to classified information may be granted on the basis of the category of clearance appearing in the records."

Section IV - NAVY

NAVY BOARD PONDERS PROMOTIONS OF CAPTAIN

A Navy Line selection board convened 13 Jul to recommend Regular Navy and Active duty Reserve captains for temporary

promotion to rear admiral, according to Navy TIMES.

To be considered are captains who will have three or more years in-grade service by 30 Jun 55 up to and including Maxwell F. Leslie, No. 675 in the 1954 Navy Register.

NAVY TO SET UP RESERVE RETENTION LIST

A special Reserve Officer Review Board set up by the Navy in April currently is drawing up a "priority-of-retention" list for all Reserve officers serving in the grades of lieutenant and above who are on voluntary extended active duty, reports the June ALL HANDS.

The lists will supersede previous ones and will go into effect 1 Jul 54.

Adds ALL HANDS

"Following completion of the boards work, the Navy will release to inactive duty approximately 1,000 Naval Reserve officers now serving voluntarily on active duty. Such involuntary release, the Chief of Naval Personnel states, does not reflect adversely upon any Reserve officer under this program."

NAVY REG SETS UP DIRECT APPOINTMENT PLAN

A recent BuPers Instruction (1120.15A) establishes procedure for qualified men and women of the Regular Navy to apply for appointment to the grade of ensign, 2300, in the Administration and Supply Section of the Medical Service Corps of the Regular Navy," reports ALL HANDS.

Other BuPers Insts.:

No. 1530.23A - Authorizes commands to nominate enlisted men to participate in the Navy-wide preliminary exam for assignment to the U.S. Naval Preparatory School as candidates for appointment to the Naval Academy.

No. 1611.5 - Introduces a revised Officers Fitness Report and gives instructions for its use.

No. 1910.5B - Contains instructions governing the separation of enlisted personnel on active duty in the Regular Navy or Naval Reserve program.

No. 1120.11A - Revises and brings up to date eligibility requirements and processing procedures for enrollment of enlisted members of the naval service in the Officer Candidate School at Newport, R.I.

NAVY SLATES 1472 IN-GRADE WO BOOTS

Navy TIMES for 26 Jun reports that 1472 warrant and commissioned warrant officers of the Regular and Reserve Navy have been recommended for in-grade promotions.

Said TIMES:

"All of those picked for in-grade promotion were selected on a need of the service basis. Next year's in-grade promotions will be made on the basis of service-wide examinations as provided for in

the new warrant officer career law (Public Law 379, see GENERAL section).

"The selection board, which first convened 1 Jun, picked 657 warrant officers of the Regular Navy for temporary promotion to commissioned warrant officer, grade W-2. It also selected 83 Reserve warrants on inactive duty for temporary promotion to the W-2 grade.

"Three CWOs of the Regular Navy serving temporarily as commissioned officers were selected for in-grade promotion to the W-3 grade."

ALL HANDS DISCLOSES O'SEAS TOUR CHANGES

The July issue of Navy's ALL HANDS reports duty tours at 39 special stations and areas have been altered in accordance with a new Navy policy.

Normal Navy overseas tours are 24 months. The chart posted by ALL HANDS for the special areas ranges from six months at remote and inaccessible posts to the 24-month maximum.

Says ALL HANDS:

"Overseas service is defined as duty performed ashore at naval activities beyond the continental limits of the U.S. and on board non-rotated naval vessels in the European and Asiatic areas.

"To complete a normal tour, personnel must spend the prescribed time in the locality, exclusive of transit time to and from that particular spot. However, personnel transferred from one overseas area to another will be credited toward total obligated time with the time served in the first area.

"Request for extension of time will normally be granted at most of the overseas stations for a maximum of one year at the discretion of the administrative command if the forwarding endorsements indicate that such an extension would be in the best interest of the service and that the individual is psychologically and physically adapted to such an extension."

Complete information can be found on Page 56 of the July issue of ALL HANDS

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HEADQUARTERS ANNEX

31 July 1954

AG DEPT. LIST COURSES FOR FALL

The U.S. Department of Agriculture recently announced its undergraduate and graduate courses for the Fall semester to be held in the Administration Building, 14 st. and Independence Ave.

Tuition fees are \$10 a credit hour, payable at the time of registration. Arrangements may be made to pay half of the tuition at registration and the remainder by 15 Oct. A \$1 service charge is levied in the latter instance.

Normal registration for credit courses will be held 11 Sep thru 18 Sep from 9 a.m. to 6:30 p.m. Monday thru Friday and 9 a.m. to 4 p.m. on Saturdays.

Courses:

Biological sciences, English, Writing, literature, information methods, speech, library techniques, foreign languages, mathematics, statistics, administrative procedures, letter and report writing, shorthand and secretarial practices, chemistry, metallurgy, geography, geology, oceanography, meteorology, astronomy, general administration, organization and management, budgetary administration.

Hospital administration, personnel administration, legal administration, procurement and property management, accounting and auditing, economics, agricultural economics, transportation, human relations, cooperative extension education, history and international relations, engineering, surveying and mapping, fine arts, home economics, landscape design, photography, lithography.

The Graduate School catalog for 1954-55 is available at the Graduate School office.

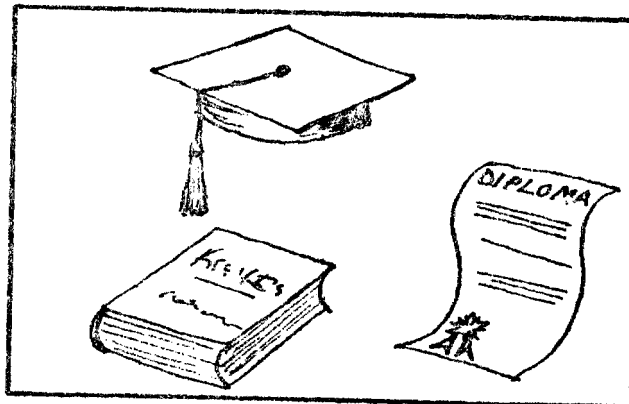
MDW REGULATES FY '55 OFF-DUTY SCHOOL WORK

The 9 Jul MDW Bulletin quotes the T&E office:

"During Fiscal Year 1955 payment of tuition assistance for voluntary off-duty courses taken at accredited civilian schools and colleges will be as follows:

"1. Seventy-five per cent tuition assistance for Army enlisted personnel and warrant officers;

"2. Seventy-five per cent tuition assistance for Army commissioned officers of all ranks, provided commissioned personnel agree to remain on active duty for two years after completion of courses for which tuition assistance is given. Tuition assistance will not exceed \$7.50 per semester hour, \$5 per quarter hour, or \$22.50 per Carnegie unit for high school courses."



TUITION FORMS AVAILABLE AT THE PENTAGON

Military personnel intending to enroll in accredited civilian schools and colleges under the military educational assistance program must obtain contract and agreement forms at room 3C 147 in the Pentagon or room G-524, T&E office.

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